

New Features for Attorneys



CM/ECF SUMMARY OF NEW FEATURES

- Display of Court Information
- Searching for Documents Within a Case
- Query Changes
- Civil Cases Report

CM/ECF SUMMARY OF NEW FEATURES (CONTINUED)

Criminal Cases Report

PACER Access and Preferences

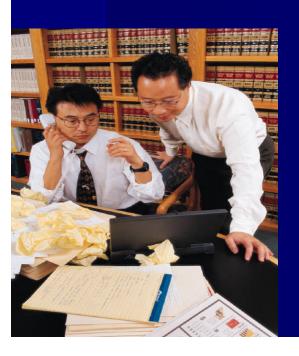
Attorney Designation

CM/ECF SUMMARY OF NEW FEATURES (CONTINUED)

- Maintaining E-Mail Settings
- Changes to the Notice of Electronic Filing (NEF)
- Adding an Attachment During Docketing
- Restricted Access to Ex Parte Motions

Displaying Court Site Information to the Public

Certain court information is now available at the CM/ECF welcome screen.



Court Information Court Details United States District Court for the Southern District of Alabama Court's Name Software Version CM/ECF-DC V3.0 ECF Go Live Date 5/10/2003 Maximum PDF File Size 10 MB **Court Locations** Court's Name United States District Court for the Southern District of Alabama Court's Address 113 St. Joseph Street, Mobile, AL 36602 Court's Phone Number (251) 555-1212 Court's Hours 8:00AM to 5:00PM, Monday through Friday Pacer Details Pacer's Address PACER Service Center, P.O. Box 780549, San Antonio, TX 78278-0549 Pacer's Phone Number (800)676-6856, or (210)301-6440 if residing in the San Antonio area. Pacer's Email Address pacer@psc.uscourts.gov Flag Definitions Code Translation APPEAL Appeal ARBITRATION Arbitration CASREE Case referred

Searching for Documents Within a Case

PACER users can access PDF documents in a case without first running a Docket Report.

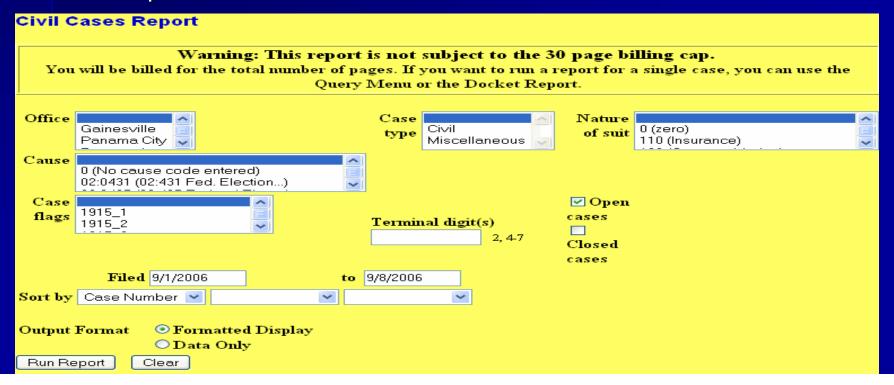
View Document
Case Number
1:95-cv-10042-MP GILBERT v. SINGLETARY, et al
Document
Run Report Clear

CM/ECF 3.0 Query Changes



- The Associated Cases Query now displays the other court name and case number.
- All pending parties now are included in the Case Summary Query.
- A hyperlink to the Docket Report was added to the output screen for the Related Transactions Query.
- The Party and Attorney Queries now sort by case number.

- **Civil Case Report**
- The options Nature of Suit and Cause of Action were added to the Sort By list on the selection criteria screen for the Civil Cases Report.
- A billing warning will appear at the top of the Civil Case Report.



CM/ECF 3.0 Criminal Case Report

Judges' names now display properly on the Criminal Cases Report.

The report also provides subtotals based on the sort criteria selected by the user.

CM/ECF 3.0 PACER Access and Preferences

■ The ECF/PACER login screen was modified to include more detailed instructions for the user.

CM/ECF Filer or PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://pacer.psc.uscourts.gov.

Authentication		
Login:		
Password:		
client code:		
Login C	lear	

NOTICE: An access fee of \$.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, <u>click here</u> or contact the PACER Service Center at (800) 676-6856.

CM/ECF 3.0 Associated Cases

An attorney that would like to be associated with a case should check the box below.



Motions

1:02-cv-00002-MP MOORE v. UNITED STATES CASE CLOSED on 01/10/2003 CLERK 1, DEATH, MD

The following attorney/party associations don't exist for this case.

Please check the box on the left of the screen if you intend to become counsel of record for the listed party.

If not, then the box should be unchecked.

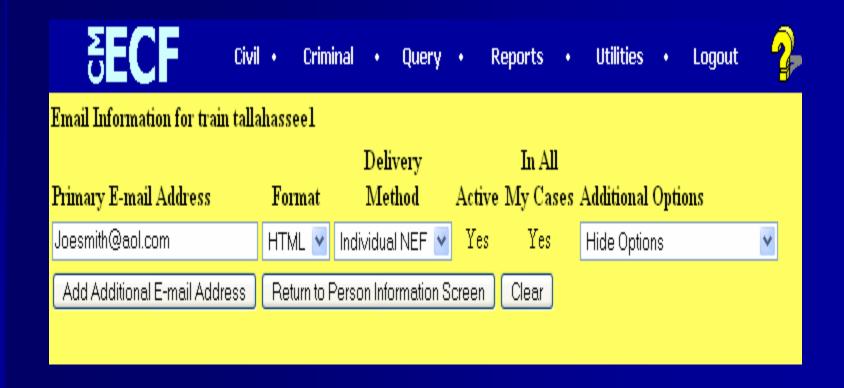
☑ WILLIAM JAMES MOORE (pty:pla) represented by gainesville08 (aty)





CM/ECF 3.0 Maintaining E-Mail Settings

After the user enters an e-mail address in Maintain Your Account, the main options for that e-mail address appear.



Changes to the Notice of Electronic Filing (NEF)

The wording on the NEF was changed to show "Notice electronically mailed to" and "Notice delivered by other means to".

U.S. District Court

Northern District of Florida - District Version 3.0

Notice of Electronic Filing

The following transaction was entered by tallahassee1, train on 9/8/2006 at 10:23 AM CDT and filed on 9/8/2006

Case Name: GONZALEZ v. SAFF

Case Number: 4:04-cv-169

Filer: LOVIETRICE K GONZALEZ

Document Number: 57

Docket Text:

ANSWER to Complaint by LOVIETRICE K GONZALEZ. (tallahassee1, train)

4:04-cv-169 Notice has been electronically mailed to:

4:04-cv-169 Notice has been delivered by other means to:

Adding an Attachment During Docketing

Step 2 directions have been updated to remind attorneys to choose a category and/or type a description of an attachment into the "Description" field before moving on to step 3.

Motions 4:04-cv-00169-RH-WCS GONZALEZ v. SAFF Select one or more attachments. 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). Filename document.pdf Browse... 2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both. Category Description Exhibit A through G 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

CM/ECF 3.0 Restricted Access to Ex Parte Motions

The Southern District of Alabama allows attorneys to file ex parte motions in CM/ECF. Please use the motion event "Ex Parte Motion".



CM/ECF 3.0 Sealed Documents

Motions to seal must be e-filed with attached proposed sealed documents. If the court grants your request you will be required to then e-file the sealed documents.

Please use the events "Motion to Seal", and "Sealed Documents" in CM/ECF. Warning messages will accompany these events.

CM/ECF REFRESHER

■ The next slides are designed to help attorneys with common issues that arise in CM/ECF.

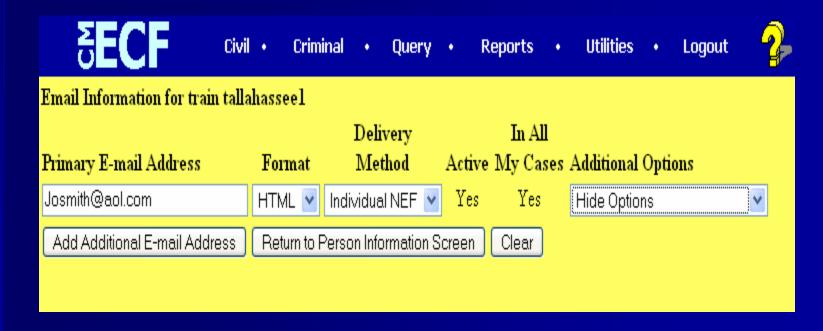


CM/ECF REFRESHER (Summary)

- Attorney not Receiving Notices
- Maintaining Email Address Fields
- Motions versus Notices
- Proposed Orders
- Electronic Signatures
- Questions in a Case?
- Differences in PACER VS CM/ECF

CM/ECF REFRESHER Maintaining Email Address Fields

■ In order to better serve you, we ask that you routinely update your email address information. The email information can be edited by clicking on *Maintain Your Account/Email Information*. The changes will only take effect if the user clicks on the "SUBMIT" button.



CM/ECF REFRESHER

Motions versus Notices

If a Motion is not docketed by using the event MOTIONS, the document will not appear on the Judge's Pending Motions Report and therefore can create a delay in a case. It is important to always choose the event that best describes the document.



CM/ECF REFRESHER Proposed Orders

Proposed Orders should always be emailed in word processing format to the email address assigned to each judge for this purpose. The list of addresses below may also be found on the court's Internet site.

> efile_granade@alsd.uscourts.gov efile_steele@alsd.uscourts.gov efile_dubose@alsd.uscourts.gov efile_hand@alsd.uscourts.gov efile_butler@alsd.uscourts.gov efile_cassady@alsd.uscourts.gov efile_milling@alsd.uscourts.gov efile_bivins@alsd.uscourts.gov

CM/ECF REFRESHER

Electronic Signatures

An electronic signature is required on documents that are filed electronically in CM/ECF. Only attorneys of record that are admitted to our court should be listed on the signature line.

s/John Doe John Doe Bar Number Attorney for (Plaintiff/Defendant) 123 Church Street Mobile, AL 36602

251-690-2371

Email: john_doe@law.com

CM/ECF REFRESHER Differences in PACER VS CM/ECF

If an attorney uses the PACER login at the CM/ECF login screen, then the following options will appear.



If an attorney uses the actual CM/ECF login at the login screen, then the user will have more options that include docketing entries.



Questions?

Please feel free to call our office if you have any questions at 251-690-2371. You may also email your questions to efile_information@alsd.uscourts.gov.